

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Curriculum Committee

FROM:

ADC/OTE  
1025 C of C

EXTENSION

NO.

DATE

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TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EXO/OTE

2. C/CTD

3. C/ISTD

4. C/ITD

5. C/LDD

6. C/LTD

7. C/SACTD

8. C/WOTD

9. C/TSD

10. C/CBTG

11. C/MPB

12. PED

13.

14.

15.

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4 December 1985

MEMORANDUM FOR: Curriculum Committee Members

FROM:

[REDACTED]

Assistant Director of Training for Curriculum

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SUBJECT: Minutes of 3 December 1985 Meeting

1. [REDACTED] briefed the Committee on the June DI panel which evaluated OTE's analysis training. The panel consisted of DI senior managers and external consultants. [REDACTED] was most positive in his assessment of the results and benefits of this review of the analysis training program. The benefits are:

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- The curriculum becomes closely tied to the consumer.
- Senior management identifies with the curriculum.
- OTE can better deliver what is needed.
- DI management sees a difference between those who attend analyst training and those who do not.
- Preparing for the evaluation forced the Analysis Training Branch to reexamine what their purpose and mission is.
- The staff gained reassurance that senior DI managers had confidence in them.

The next panel session is scheduled for January. Supervisory training for DI branch chiefs is the item for discussion. The Management Training Branch, who is currently conducting an evaluation of their courses, will participate in this review. The Committee recommended that the June meeting of the evaluation panel be focused on computer training.

2. [REDACTED] C/CBTG, was asked to brief the Committee on the conversion of Room 224. He indicated that the room will be converted in March 1986 to a microcomputer lab which will be used to deliver computer-based software. C/LTD indicated that the Language Lab housed next to Room 224 does not need to expand. After a discussion on the utilization of Room 224, the Committee approved the conversion. ADC/OTE raised the decision to purchase three TICCIT computer systems to deliver the Spanish Survival Program. C/LTD indicated that three additional

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SUBJECT: Minutes of the 3 December 1985 Meeting

terminals may not be required, and he will advise on the exact number required to do an evaluation. Despite some concern that TICCIT will not be the system utilized to deliver language training over the long term, the Committee approved C/CBTG's decision to acquire at least two TICCIT terminals. OTE will conduct the evaluation of the Spanish Survival and determine whether or not TICCIT is the preferred delivery system.

3. The Committee reviewed and approved the list of courses under development during CY 1986. Any additional courses for which a need arises will be communicated to the Curriculum Committee. Otherwise, Attachment A represents all the new courses which will be developed this year.

4. The Committee reviewed and approved the list of proposed deletions for CY 1986. Attachment B represents those courses which have been or will be deleted during CY 1986.

5. The Committee reviewed the TSD printout of all OTE course offerings. As a result, 45 course titles were deleted from the list either because the course had been cancelled, had never been run, or the title of the course was changed. The course titles deleted are listed on Attachment C. At Attachment D is a list of the current courses offered (160) by OTE.

6. At Attachment E are the lists of courses which will be reviewed in CY 1986. By 12 December, each unit should provide the dates during CY 1985 when each of these reviews will be scheduled.

7. The Committee examined the reports submitted on test instruments used in various OTE courses. There are two instruments which seem to be over-utilized: the Myers-Briggs Type Indicator (MBTI) and the FIROB. In secretarial training, the MBTI is utilized in two courses: the EDC and the MSSAA. The MSSAA also utilizes the FIROB and the Strong-Campbell. The Committee recommended that C/SACTD remove the MBTI from the EDC. The MBTI is also utilized in the POCM and the SOA, both of which are management courses for comparable levels of employees. The major problem probably lies with utilizing the MBTI in the SOA and later having the same people attend the POCM. C/ITD and C/LDD will make a recommendation to the Curriculum Committee regarding the use of this instrument in these two courses. C/ITD will also review the use of the MBTI in five of the analyst training programs. There also appears to be overlap between secretarial training and training assistant courses in the use of the MBTI. A recommendation will be made by C/ITD regarding from which

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courses the MBTI will be removed. FIROB should clearly be used in the POCM. The ELF, which is also using it, will seek to find a replacement during the summer of 1986. Finally, it was agreed that the Strong-Campbell will be removed from the Career Development Course.

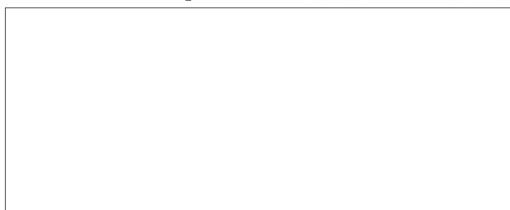
8. In the future, no one instrument will be introduced into an OTE course without prior approval of the OTE Curriculum Committee. In addition, it was agreed that no one will administer the MBTI without having been qualified either through education, training, or experience.

9. Committee members were provided a copy of OTE's policy on course reports. Unless otherwise notified, all courses must be reported on by 15 January using the guidance in OTE Instruction 81-12. The exceptions are new courses which have been regularly reported on during the year or courses which were reviewed by the Curriculum Committee during CY 1985.

10. The next meeting is scheduled for 18 December.

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Attachments



New Courses (CY 1986)

ITD

EDS: Develop list of possible new courses for spinoff seminars  
Executive Seminar on CBT

ATB: Senior Branch Chief Management Course  
Introduction to Intelligence Assistance Course  
Experienced Intelligence Assistants Course

PDB: Replacement for CIA Today and Tomorrow

TIB/S&T: Program Management and Budget  
Managing New S&T Employees  
S&T Analysis Seminar  
S&T Executive Development Seminar

TIB/Substance: Economics Training for DI  
Technical Transfer  
English Version of Soviet Realities  
Advanced Military Analysis Course

African Survey (Pending regional studies survey)  
Mid-East Seminar (Pending regional studies survey)  
Soviet Institute

ISTD

Wang Word Processing for CTs  
Intro to PC Training  
SAFE II  
Wang Word Processing/CRAFT  
BARS  
Graphics  
IDMS  
Advanced PC Training  
REXX  
Tele-Communications/Wang

WOTS

Operations Course (Accelerated)  
Operations for S&T Officer

MATD

Secretarial Training:  
Office Protocol  
Grammar Review  
Intelligence Issues

Management Training:  
Recruiters' Workshop

Deletions (CY 1986)ITD

EDS: Those seminars not positively evaluated

ATB: Analyst Support Course

PDB: Trends and Highlights  
CIA Today and Tomorrow

TIB/S&T: None

TIB/Substance: None

ISTD

EXEC II  
Introduction to ADP  
RAMIS I (Develop CBT for delivery in Learning Centers)  
RAMIS II (Develop CBT for delivery in Learning Centers)  
Survey Course (dropped FY 1985)

LTD

None

CTD

Priority Targets and Issues  
Spouses Course (after review)

MATD

Reentering the Work Force  
Working in CIA  
Personal Transitions  
Supervisor and Secretary as Management Team  
Telephone Techniques

Deleted Course Titles

Accelerated Operations Course  
Accelerated Operations Course - Exercise  
Accelerated Operations Course - Reports  
ADP Seminar  
Advanced Management Seminar  
AIM and Host Based Word Processing Systems  
Analysis Support  
CIA Orientation for Spouses  
CIA Today and Tomorrow  
Counseling Workshop  
DDI Trends and Highlights  
DDS&T Career Trainee  
DDS&T Executive Development  
Defense Economics  
DESIST Instructor Training  
DESIST Packages  
  
Econometrics  
Exec Language  
Executive Development Core  
Interface: Women & Men Working Together  
Interpersonal Communications Skills Workshop  
Introduction to Micrographics  
Logistics Information Management System 1  
Logistics Information Management System 2

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Managing the New DDS&T Employee

Meeting the Challenges of Post-Election Change

Office Automation Seminar



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Orientation to the DDS&T for CTs

Personal Transitions

Priority Targets and Issues

Realizing the Potential of Agency Women

SAFE Module 1 & 2

SAFE Module 3

Secretarial Certification Workshop



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Survey of Intelligence Information Systems

Telegraph

Telephone Techniques (on request)

Wang Basic

Working in Washington for CIA

Xedit Training